

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** August 31, 2015  
**CC:** All Departments



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**Interim Town Administrator:** This week I reviewed CIPC requirements for public hearings as well as the submission for the public hearing and investigated some discrepancies in the material. I worked with Human Services regarding the needs of a client. A letter was finalized for the Board of Selectmen to send to the Carroll County Commissioners. The Welcome Packet developed by Recreation was discussed with the Director in order to provide a thorough packet to be considered by the Selectmen for new residents. The Sick Bank Leave program was reviewed to determine potential policy modifications. I continued work on transition material for the new Town Administrator. I consolidated department goals for the Board of Selectmen. During the week of August 31<sup>st</sup> I plan to be in the office all day Tuesday, Wednesday and Friday morning.

**Administrative Liaison:** During the week I worked with the Interim Town Administrator and staff to finalize the work session agenda, and coordinated with the staff presenting at the meeting. I sent a reminder to Department Heads and supervisors regarding the upcoming performance evaluation training, and performance tool/form scheduled for Thursday, September 3<sup>rd</sup>, from 8:30 a.m. to noon at the Public Safety Building. I completed the Single Stream Recycling committee minutes, and attended the Selectmen's work session and took the minutes for the meeting. I received communications relative to a personnel administrative action in which the incident is under investigation and review by the Department Head.

**Finance:** Nothing to report this week.

**Assessor:** I received the written appraisal report for the valuation of utility and telecommunications properties from George E. Sansoucy, P.E. I have completed the MS-1 report for the NH Department of Revenue and I will provide the report for the Selectmen's review this week. Letters to property owners who attended the informal hearings (and others who may have had their assessments affected by the results of the hearings) will be mailed this week by Vision Government Solutions.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The Road Project work dominated the week's activities for the crew. Work on Ossipee Mountain Road continued with several (7) cross culverts and (2) driveway culverts being replaced. This process included the use of our local contractor with his excavator and expertise. A Dig Safe clearance was obtained for the work scheduled to be done on Castle Shores Road. Crew member Pete Beede Sr. assisted Bellmore Catch Basin Cleaners in flushing several plugged culvert pipes. An individual performing community service collected road side trash on Red Hill Road. The crew chipped tree debris on Cottage, Evans, Sheridan,

Blake, Ossipee Mountain and Red Hill Roads. Grading was completed on Red Hill, Sibley, Smith and the first part of Glidden Road. Shouldering was attended to on a wash out area at Krainewood and Driftwood Drives. A downed tree lying across the road was reported by MPD and was quickly moved off to the side for clean up when time and crew availability permitted. Truck #6 experienced a break down on Wednesday and is awaiting parts for repair. The crew did weekly raking of Long Island Beach on Friday. Agent Kinmond cut and removed a hazardous tree limb hanging into the travel lane of Red Hill Road. Agent Kinmond met with a guardrail vendor to inspect and provide an estimate for repair of a section of damaged guardrail at the intersection of Randall and Ossipee Mountain Roads. We also reviewed a safety concern area on Severance Road, and he provided an estimate for installing guardrail. Agent Kinmond assisted the crew on the Ossipee Mountain Road Project during the week.

Facility & Grounds Division: Overhead door #2 at the Highway garage was repaired by the vendor as it wasn't turning off when closed. The Highway Garage fire alarm was reported as beeping and the trouble was in zone 1. This information was passed on to our alarm vendor and a service call was requested. The WMF reported the bathroom sink was coming off the wall and supplies were purchased and it was remounted. Facilities staff made security upgrades at the WMF in the office area as well as APlus Alarm installed additional cameras. The flooring was installed in the Highway Garage's new breakroom bathroom. The Grounds Crew mowed and trimmed at the Playground, as well as emptied trash and cleaned off the courts. Recyclables were collected, trash was removed, buildings checked, and custodial supplies were ordered for Town buildings. Repairs were made on the tarp roller assembly, as the brackets were bent. All mower decks were cleaned. The cemetery crew is still busy keeping up with the grounds maintenance.

WMF Division: Co-Manager Filpula reported that they received a roll off container for steel can recycling and they have contracted with a new electronics vendor for disposal. Both of these applications will assist with storage and staff time. Co-Manager Filpula also reported that the Freon cleared appliances were moved to scrap metal for disposal. The facility shipped 2-MSW containers and 1- construction demo container.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 382 log entries, which included the following calls for service: 9 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 13 complaints, 0 MV Accidents, 4 MV Complaints, 3 residential alarms, 2 commercial alarms and 7 K-9 complaints

Training: Aug. 25<sup>th</sup>, Det. John attended Social Media Training.

**Moultonborough Fire Department:** Nothing to report this week.

**Office of Development Services Planning:**

Town Planner: Nothing to report this week.

Code & Health Office: I have issued 8 building permits in the past 2 weeks and reviewed 18 more that are ready to be issued. I have issued 18 subcontractor permits. I reviewed 6 septic designs to forward to the State for their approval. This next week I will be submitting the September water sample for the Playground water system. I am hoping to take a week's vacation the week of September 14 – 18.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last week soccer clinics began for grades 3-6. The MA Varsity Boys Soccer team ran 3 clinics for the youth athletes throughout the week. Team practices will begin next week, and opening day for all levels will be September 12. There will be a coaches meeting on Wednesday, September 2, at 6 p.m. On September 11, there will be a Parent/Player meeting and Soccer Kick off at Playground Drive. from 6-7 p.m. Youth Volleyball, for grades 3-6 will also begin on September 12. The registration deadline is September 4.

**Important Dates to Remember**

**Board of Selectmen's Work Session, September 3, 2015, 4 PM**

**Board of Selectmen's Meeting & Public Hearing, September 3, 2015, 7 PM**

**Labor Day, All Non-Essential Departments are Closed, September 7, 2015**

**Meet & Greet the New Town Administrator, Town Hall, September 10, 2015, 6:15-6:55 PM**

**Board of Selectmen's Meeting, September 10, 2015, 7 PM**

**Board of Selectmen's Meeting & Public Hearing, September 17, 2015, 7 PM**

**Board of Selectmen's Work Session, September 24, 2015**

**\*Staff Meeting, September 11, 2015, 9 AM\***